****

**IAC Conference Director**

|  |  |  |
| --- | --- | --- |
| **Leadership Position** | **Tasks** | **Tools/Templates/Policies Needed by Stakeholder** |
| **IAC Conference Director** | Overview: the conference director is responsible for the overall direction and coordination of short and long term conference planning and implementation activities, such as the following items:* Developing and following a conference planning schedule (such items as the calls for papers, web site pages, sponsorship plans, and similar). An example has been completed for the logistics committee but a more comprehensive schedule is needed.
* Maintenance and update of the society conference planning documentation including the hotel RFP, evaluation parameters and the process guide. Development of other society documents as needed.
* Development and implementation of a long term conference schedule so the society has a 3-5 year plan with commitments for conference venues.
* Coordinate the activities of the other IAC committees including sponsorship, logistics and technical program.
* Monitor financial planning for the conference, recommend fees such as registration, and recommend to the executive director final contracts with hotels and other expense elements. Maintain conference cost planning spreadsheets.
* Provide updates to ASEM Board and executive committee and provide information for conference website as needed.
* Complete a conference report and lessons learned at the conclusion of the IAC.
 | * ASEM conference process guide and related cost analysis spreadsheet.
* Annual conference reports and XCD data.
* Venue RFP
* Site evaluation template
 |